

### Module 3: Administering the Locator Interview and Locator Test for First-Time Test Takers

*In this module, you will learn all about the Locator Interview and Locator Test.*

Learners taking the CLAS-E Writing for the first time are required to take the Locator Interview and Locator Test, **whether or not they have previously taken those as part of the testing procedures for the CLAS-E Reading**. The Locator Interview and Locator Test DO NOT need to be given on subsequent testing occasions.

The test publisher has granted permission for adult education programs in MA to use adapted answer sheets (previously developed by SABES) for both the Locator Interview and Locator Test. In order to maintain consistency and a level playing field for all test takers, programs must only use the adapted answer sheets. Both adapted answer sheets are in the Adapted Locator Test Answer Booklet.

#### **Administering the Locator Interview**



*Test taker materials:* [Adapted Locator Test Answer Booklet](#)

*Test administrator materials:* [Adapted TABE CLAS-E Locator Directions](#)

The Locator Interview (Written Interview - Part B) is on page 1 of the Adapted Locator Test Answer Booklet. It is a screening tool to check if a student has the minimum reading and writing skills to take the Locator Test. The Written Interview - Part A focuses on Speaking and Listening, so we only use Part B. It contains 8 questions that students read to themselves and respond to in writing, such as “Please write your name” and “Where are you from?” Administrators may **not** read the questions to test takers or give them any help while completing the Locator Interview.

Please review pages 1-2 of the Adapted TABE CLAS-E Locator Directions below. The directions specify what test administrators should say and do for each step of administering the Locator Interview. It is important to follow the directions precisely to ensure that results are valid, reliable, and equitable. As a reminder, the Locator Interview takes approximately 5-10 minutes.

You will see the following elements used throughout the CLAS-E test directions:

<b>SAY</b>	What you say out loud (script in <b>bold</b> type)
	Information about timing
<i>Italics</i>	Instructions to the test administrator that should not be read aloud
	Instances where you should use a Test Book to show sample items or to make sure students have turned to the correct page

ADAPTED TABE CLAS-E LOCATOR INTERVIEW, PART B  
AND LOCATOR TEST DIRECTIONS

These Alternative Locator Test Directions have been adapted from the TABE CLAS-E materials and are required by the MA DESE when administering the CLAS-E Locator Interview, Part B, and the Locator Test, Part 1, to students. These alternative directions include:

- 1) Directions for completing the TABE CLAS-E Locator Interview, Part B.
- 2) Alternative Locator Test Directions to replace pages 12-14 in the TABE CLAS-E Locator Test Directions Book – developed to align with the MA DESE Locator Answer Sheet  
**Note: An examinee who has been placed at Level 1 for Reading and Writing after taking the Locator Interview, Part B, does NOT need to take the Locator Test.**
- 3) A “Walk-Through” Activity, which gives examinees a preview of the Locator Test so that they are less likely to spend too much time on any one question.

Adapted from the TABE CLAS-E Locator Test Directions, published by CTB McGraw-Hill, 2007, by the System for Adult Basic Education Support (SABES) for use by ABE programs funded by the Massachusetts Department of Elementary and Secondary Education FY18.

**Directions for the Locator Interview, Part B**

1. Distribute the adapted Locator Test Answer Booklet.

**SAY:** Look at the front of your Locator Test Answer Booklet. Do not make any marks on the answer sheet except the ones I tell you to make.

*(Pause)*

**Find "NAME."** Print your name. Print your last name first, then your first name.

*(Pause)*

**Find "TEST DATE."** Print the month, day and year of today's test date

*(Pause. Examiner may write date on the board.)*

2. Point to Question 1 and then point to the line under it.

**SAY:** Read each question. Then write a short answer in the space under each question. Do not worry about spelling. Are there any questions?

*Do not read any of the questions aloud to the examinee.*

3. Give the examinee about five minutes to complete Part B. If the examinee needs a little more time to finish, allow a few extra minutes, but no more than a total of ten minutes.

4. Collect the Locator Test Answer Booklet.

5. Score the Locator Interview, Part B.

Refer to the publisher's Locator Test Directions for Part B (page 9), for scoring instructions. Use the Rubric provided on Page 2 of the Locator Test Answer Booklet or on Page 9 of the publisher's Locator Test Directions.

6. For each examinee, determine whether to administer Level 1 Reading or Writing test (score of 9 or below) OR to administer Locator Test, Part 1 (score of 10 or above).

### Scoring the Locator Interview

Once learners complete the Locator Interview, test administrators should collect all answer booklets and evaluate learners' responses following the directions on page 2 of the Adapted Locator Test Answer Booklet, which include the following rubric:

0	1	2
No response. Response is not in English. Response does not address the prompt.	Response indicates some comprehension of the prompt, BUT aside from any grammatical or spelling errors, is not entirely appropriate or on topic.	Response indicates comprehension of the written prompt AND is appropriate and on topic, although some grammatical or spelling errors may be present.

- If a test taker scores 9 or below on the interview, he or she should take the CLAS-E Writing level 1 test, either form. Alternatively, consider other assessment such as BEST Plus 2.0, since the learner may not have the literacy skills required to complete the CLAS-E Writing assessment.
- If a test taker scores 10 or above, administer the Locator Test to help determine which Level of the CLAS-E Writing tests should be administered.

### Administering the Locator Test

#### *Test taker materials:*

- [“Tips for Taking the TABE CLAS-E for test takers”](#)
- [Adapted Locator Test Answer Booklet](#)
- Locator Test Book

#### *Test administrator materials*

- [“Tips for Taking the TABE CLAS-E for test administrators”](#)
- [Adapted TABE CLAS-E Locator Directions](#)
- Locator Test Book

After returning the Adapted Locator Test Answer Booklet, and distributing and going over the “Tips for Taking the TABE CLAS-E for test takers” handout, it is time to administer the Locator Test. The Locator Test measures a wide range of ability with only 15 questions to help determine which CLAS-E level is most appropriate for a learner.

Please review pages 3-7 of the Adapted TABE CLAS-E Locator Directions. The goal of the Walk-Through Activity in the adapted directions is to prepare students for taking the Locator Test by pointing out test-taking strategies such as not spending too much time on any one question; to help them understand a question type that was identified as a source of confusion in the past, and to reflect the use of the Adapted Answer Sheet. The adapted directions include going over

the test publisher's sample questions and a walk-through activity.

As with the Locator Interview, following the adapted directions precisely is key to obtaining valid, reliable, and equitable results. Going over the adapted directions with students takes about 10 minutes, and students have 15 minutes to take the Locator Test.

Take a few minutes to read through the Alternative Locator Test Directions now.

**Alternative Locator Test Directions, including Sample Questions**

(Replaces pp. 12-14 in the Locator Test Directions Book).

*Ensure that each examinee has a Locator test book and a copy of the adapted Locator Test Answer Sheet.*

**SAY:** Look at your Locator Test Answer Sheet. It should look like this.

*Demonstrate with your copy of the SABES- adapted Locator Test Answer Sheet.*

**SAY:** Find "NAME." Print your name. Print your last name first, then your first name.

*(Pause)*

**SAY:** Find "TEACHER." Print your teacher's name.

*(Pause. Examiner may write teacher's name on board.)*

**SAY:** Find "DATE." Write today's test date

*(Pause. Examiner may write date on the board.)*

**SAY:** Open your Locator test book to page one: Part 1. The page should look like this.



*Demonstrate with your copy of the Locator test. Ensure that all examinees are on the correct page in their test books.*

**SAY:** We will begin by doing some sample questions together. You will mark your answers to the sample questions on the Answer Sheet in the box that says "Sample Questions."



*Demonstrate with your copy of the SABES- adapted Locator Test Answer Sheet by pointing to Sample Question box.*

**SAY:** For each question, print the alphabet letter that goes with the answer you choose. If you want to change your answer, completely erase the alphabet letter you wrote before writing a new alphabet letter answer.

**Sample A**

**SAY:** For Sample A, read the "Cleaning Instructions" and the question. Choose the word that correctly completes the sentence. Then write the alphabet letter that goes with the answer you choose, ("A," "B," "C," or "D").

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Give the examinees time to do Sample A. Do not read the answer choices aloud.

**Sample A**

What belongs on line 1?

- A. Read
- B. Write
- C. Avoid
- D. Place

**SAY:** For Sample A there is a word missing where you see number 1. The missing word is "Read," so the correct answer is letter "A." The sentence is, "Read all instructions carefully!" If you wrote a different answer, please erase it now. Then write the correct letter, "A" on the line.

*Ensure that all examinees have printed the correct letter response.*

**SAY:** Are there any questions?

*(Pause)*

**Sample B**

**SAY:** Find the next sample question, Sample B.



*Demonstrate with your copy of the test book.*

**SAY:** Sample B is also about the "Cleaning Instructions." Read the question and the answer choices below Sample B. Choose the words that are correct. Write the alphabet letter that goes with the answer you choose, ("F," "G," "H," or "J").

*Give the examinee time to do Sample B.*

**Sample B**

What is the notice MAINLY about?

- F. buying a toaster
- G. fixing a toaster
- H. cleaning a toaster
- J. using a toaster

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**SAY:** For Sample B, the correct answer is “cleaning a toaster,” letter H. The instructions are mainly about cleaning a toaster. “Cleaning” is the most important idea. If you wrote a different answer, please erase it now. Then write the correct letter “H” for the answer, “cleaning a toaster.”

*Ensure that all examinees have printed the correct letter response.*

**SAY:** Are there any questions?

*Pause.*

Sample C

**SAY** For example C, choose the word or words that correctly complete the sentence. Then write the alphabet letter that goes with the answer you choose, (“A,” “B,” “C.”)

Give the examinees time to do Sample C.

Do not read the answer choices aloud.

Sample C

Choose the word or words that correctly complete the sentence.

She \_\_\_\_\_ a new car.

- A. has
- B. have
- C. is have

**SAY** For Sample C, the correct answer is letter “A.” The correct sentence reads, “She has a new car.” If you wrote a different alphabet letter for your answer, please erase it now. Write the correct answer, letter “A.” for the answer, “has.”

*Ensure that all examinees have printed the correct response.*

**SAY** Are there any questions?

*Pause.*

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The directions continue with a walk-through activity. Take a few moments to review what you should say and do during this part:

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**Locator Walk-Through Activity**

**SAY** We will now take a few minutes to look at the Locator Test together. Put your pencils down and just follow along with me. Turn to page 2 in your Locator Test Book: Medical Excuse Form.

*Hold up Locator Test Book to page 2. Ensure that the examinees are in the correct place in their test books.*

**SAY** On page three, there are three questions for you to answer about the form on page 2. Do not write in the test booklet. All answers must be written on the answer sheet.

**SAY** At the bottom of page 3, there is a "GO" sign with a green-circled arrow.

*Hold up test book and point to "GO" sign at the bottom of page 3. Ensure that the examinees are in the correct place in their test books.*

**SAY** When you see a "GO" sign at the bottom of the test page, you may go on to the next page and continue with the test questions until you see a red "STOP" sign at the bottom of a page.

**SAY** Turn to page 4 in your test booklet: Emergency Evacuation Procedure notice.

*Hold up test book. Ensure that the examinees are in the correct place.*

**SAY** On page 5, there are three questions for you to answer about the notice on page 4. Read all questions carefully. If you find you are taking too long on a question or section, you may skip it and go on to the next one. You can return to it later if you have time. Also, if you are not sure of the answer to a question, you can make a guess.

*(Pause)*

**SAY** Let's turn to the final questions on page 8 and 9.

*Hold up test book. Ensure that the Examinees are in the correct place.*

**SAY** Read all directions carefully to make sure you understand what is being asked. At the bottom of page 9, there is a "STOP" sign. The "STOP" sign means that you may not turn the page. The test is finished. IF you have time, you may return to any question that you have not yet answered.

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**Locator Test Directions**

**SAY** Now you will do Part 1. After you read each passage, you will answer several questions about that passage. Remember to read all the directions and information carefully. When you see the word “GO” at the bottom of the page, go to the next page. When you come to the word “STOP” after Number 15, you have finished Part 1. You may check your answers in Part 1 only. Then sit quietly until the other examinees have finished.

**Are there any questions?**

*When you are sure all examinees understand the directions, continue.*

**SAY** Turn to page 2. You will have 15 minutes to do Part 1. Make sure you are in the correct place on your answer sheet.

*Make the starting and stopping times visible to all examinees in the testing area.*

*Ensure that examinees are in the correct place in their answer booklets and are printing their responses correctly.*

*Give the examinees 15 minutes to do the Locator Test, Part 1. At the stopping time,*

**SAY** Stop. This is the end of Part 1. Please close your test books. Make sure you have marked your answers clearly and that you have completely erased any marks you do not want.

***Collect the Locator Test Answer Sheets and Test Booklets now.***

As noted in the directions, when the Locator Test Administration is complete, you should collect learners' Adapted Locator Test Answer Booklet. Then, you should complete the following steps for each answer sheet (page 3 of the Answer Booklet):

1. Write your name next to "Test Administrator"
2. Count and record the number of questions answered correctly based on the Answer Key
3. Write the test level you are going to administer based on the recommendations below and any other relevant information you have about a learner, such as information from intake and previous classroom performance.

<b>Locator Test Score (Part 1)</b>	<b>Test Level</b>
6 and below	1
7-9	2
10-12	3
13 and above	4